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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Notice Regarding Standardization  
of Filing Cabinets

1. The attached proposed notice regarding the procurement of filing cabinets is submitted for your consideration and approval.

2. The objective of this notice is to simplify the procurement of legal and letter size filing cabinets by the establishment of standard types to be available from stock and to further the utilization of standard cabinets without locks in vault areas.

3. Standardization of equipment of this type permits economies in procurement and procurement procedures; provides uniformity and interchangeability; and assures a more economic utilization of space. The use of standard cabinets without locks in vault areas in place of the safe-type cabinets results in a difference of approximately \$160.00 per cabinet.

4. The proposed notice has been coordinated with the Logistics Office and the Office of Inspection and Security.

[Redacted]  
Chief, General Services Office

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Enclosure

GSO/RMDE/FR:ew (22 April 1953)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

NO.

-53

March 1953

SUBJECT: Procurement of Letter and Legal-size Filing Cabinets

1. Effective upon publication of this Notice, the following *Standard on*  
policy ~~is~~ established for the procurement of *new* filing cabinets. *LEGAL AND LETTER SIZE*

a. Cabinets without locks. Procurement of correspondence type filing cabinets will be restricted to standard five-drawer legal or letter-size cabinets. The cabinets established as standard are equipped with guide rods and have 24" drawers. Requisitions for legal-size cabinets will not be honored unless accompanied by a certification stating that more than 20% of the record material to be filed is of legal size.

b. Cabinets equipped with combination locks. Purchases will be limited to the standard four-drawer combination lock legal or letter-size cabinets, depending upon the size of the record material to be filed. Requisitions for the legal-size cabinets will include a justification such as described in (a) above. The cabinets will be of a standard and type to meet the security requirements of the Agency.

2. Where feasible, the files of organizational units should be centralized and various series of files combined so as to permit the use of correspondence type filing cabinets without locks in vault areas instead of the expensive type equipment with a combination lock. The approval of the Office of Security is required for the establishment of a vault area.

WALTER REID WOLF  
Deputy Director  
(Administration)

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